

Scope of Work Components for JUSTIS RoadMap – DRAFT (1/21/18)

JUSTIS Council members edits as of 02/07/2018

I. Background:

The City/County of San Francisco (CCSF) has invested in systems and staff (referred to as Justice Tracking Information System (JUSTIS)) to support and manage the public safety data sharing and reporting needs for the City and County of San Francisco including criminal justice agencies (San Francisco Superior Court, District Attorney, Public Defender, Sheriff, Adult Probation Department, Police Department, Department of Emergency Management, Juvenile Probation Department and the Department on the Status of Women). With approximately 15 years of effort to build integrated information and data sharing systems, it is now time to reassess our progress and develop a new JUSTIS Roadmap and move to the next phase of development and implementation to bring the JUSTIS program to its full potential.

II. Objectives and Deliverables:

The selected consultant(s) will be conducting the activities required for the development and creation of the JUSTIS 5-year Roadmap under the leadership and supervision of the JUSTIS Governance Council as follows:

1. Review the existing JUSTIS goals and objectives, and work with the JUSTIS Governance Council to refine and finalize the JUSTIS goals and objectives;
2. Identify Milestones for implementation of the defined goals;
3. Identify gaps and barriers for achieving the JUSTIS goals and milestones;
4. Identify action items required to be taken to overcome any gaps or barriers;
5. Identify priorities and timelines;
6. Review and assess the effectiveness of the JUSTIS framework including program strategy, infrastructure, project priorities and data management;
7. Review and access data management components such as:
 - a. The databases and data stores
 - b. The tools used for data query, analysis and reporting
 - c. The ability to move and transfer data
 - d. The data quality and ability to be shared easily
 - e. Data integrations between business systems and the JUSTIS Hub
 - f. Guiding principles and degree of completion for planned data sharing
 - g. The data sharing system architecture and obstacles such as data transformation
 - h. Ability for JUSTIS member departments to accomplish their reporting and analytical analysis
8. With consideration of above items (1-7), develop Roadmap Implementation strategy and plan that shall include, but not limited to, the specific data integration and data sharing plans for the individual JUSTIS member departments;
9. Identify and propose technological options for building and managing data exchanges/sharing, storing and reporting etc. along with a cost/benefits and risk analysis;
10. JUSTIS 5-year Roadmap shall include, but not be limited to:
 - a. Detailed next steps for how to build, manage, operate and maintain an integrated JUSTIS system.
 - b. Options, as well as, a recommended design, construction path, cost and schedule for a centralized data repository that will allow for the analysis and reporting by JUSTIS member departments.
 - c. Recommendations on staffing, infrastructure, project priorities, governance (data and project), change control and any systems/database redesign.
 - d. Detailed recommendations for implementation strategy and plan, phases, steps and measurement for success including, but not limited to:
 - i. JUSTIS vision, goals and objectives;

- ii. Implementation plan for technical and/or operational improvements
- iii. Estimates for resources to accomplish the goals and objectives identified in the 5 year Roadmap;
- iv. Strategy for ongoing JUSTIS project prioritization
- v. Recommended plan/approach to integrate other CCSF Criminal Justice systems with JUSTIS
- vi. Build the high availability system to support JUSTIS failover infrastructure

This work shall be done in coordination with the JUSTIS Governance Council departments whose involvement is required and critical to the implementation of the Roadmap.

Adoption of the final 5-year Roadmap and report must be reviewed and approved by a vote of the JUSTIS Governance Council.

III. Additional Requirements:

1. The consulting assignment will include in person, on site interviews with staff members identified by each of the JUSTIS member departments.
2. The consultant(s) will provide written weekly written progress reports to the Executive Sponsor (Deputy City Administrator) and JUSTIS Governance Council representatives to be reviewed during the bi-weekly JUSTIS Production meetings; Status reports will also be reviewed during monthly JUSTIS Governance Council meeting.
3. The consultant(s) will give a formal presentation, at the conclusion of each work element, or upon request of the JUSTIS Council to the JUSTIS Council that summarizes the findings and recommendations
4. The consultant(s) will work under the direct supervision of a volunteer committee of JUSTIS Council members and/or their appointees with the point of contact being the JUSTIS Project Manager.
5. The JUSTIS Governance Council may elect to invite the same consultant(s) to assist the JUSTIS Council in the implementation of the JUSTIS Roadmap.

IV. Consultant(s) minimum requirements:

1. The proposed consultant(s) must have a minimum of 5 years of verifiable experience in producing Roadmaps for multi-agencies data exchanges that were successfully implemented;
2. The proposed consultant(s) must have verifiable experience working with the criminal justice systems.
3. Pass criminal background check
4. Consulting proposal should include an estimated schedule and cost for work required for the completion of the identified deliverables.